

**MINUTES OF THE REGULAR MEETING
OF THE LADY LAKE TOWN COMMISSION
LADY LAKE, FLORIDA
December 1, 2014**

The regular meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida with Mayor Ruth Kussard presiding. The meeting convened at 6:00 p.m.

- A. CALL TO ORDER:** Mayor Ruth Kussard

- B. PROCEDURAL:** *Citizens are encouraged to participate in the Town of Lady Lake meetings. Speakers will be limited to three (3) minutes. Additional time may be granted by the Mayor. Citizen groups are asked to name a spokesperson and the Mayor, at his/her discretion, may allow longer than three minutes. Upon being recognized by the Mayor, please approach the dais, state your name and address, and speak into the microphone. The order of agenda items may be changed if deemed appropriate by the Town Commission. Please be respectful of others and put your cell phone on silent mode.*

- C. PLEDGE OF ALLEGIANCE:** Led by Joe Quinn.

- D. INVOCATIONⁱ:** Robert Ridgard - Central Florida Freethought Community

- E. ROLL CALL:** Tony Holden, Commissioner Ward 2
Dan Vincent, Commissioner Ward 3
Paul Hannan, Commissioner Ward 4
Jim Richards, Commissioner Ward 5
Ruth Kussard, Mayor/Commissioner Ward 1

STAFF MEMBERS PRESENT: Kris Kollgaard, Town Manager; Derek Schroth, Town Attorney; Thad Carroll, Growth Management Director; C.T. Eagle, Public Works Director; Pam Winegardner, Assistant Finance Director; Chief Chris McKinstry, Officer Chris Kessinger, and Jan Miller, Administrative Assistant, Police Department; Aubrey Cash, Administrative Assistant to Town Manager; Cindy Diemer, Senior Code Enforcement Officer; Donald Hoos, Code Enforcement Officer; Kristal Learn, Accounting Clerk; and Nancy Slaton, Deputy Town Clerk

- Police Chief Chris McKinstry introduced the Town's newest police officer, Chris Kessinger.

F. PUBLIC COMMENTSⁱⁱ

Town Manager Kris Kollgaard welcomed everyone and stated that although there was nothing regarding Water Oak on the agenda for tonight's meeting, she understood that many in the audience had questions about the construction going on there. Ms. Kollgaard asked Growth Management Director Thad Carroll to give a brief update as to what is going on with regard to Water Oak.

Mr. Carroll stated that Water Oak currently has two permits; one for a hood system in the kitchen and one for a fire suppression system for the restaurant, but other permits are outstanding. He stated staff has been in contact with Water Oak since late July when they came in to submit plans for change out of light fixtures; a simple procedure. Mr. Carroll stated that in the course of field observation, the scope of work had gone well beyond that and the building inspector, fire inspector and code enforcement have been involved. He stated staff has had several meetings with representatives from

Water Oak, as well as concerned residents of Water Oak. Mr. Carroll stated staff has outlined what the Town's expectations are which include signed, sealed engineering plans and once reviewers' comments are satisfied on the plans, permits are then turned over. He stated the permit fees will be doubled for any work that has already been done and receives a permit after the fact. Mr. Carroll stated the engineer and contractor are in the process of revising their plans and there is correspondence with the building official and the engineer to bring this to finality; hopefully within a couple of weeks, as there is currently a stop order on work going on at the clubhouse, with the exception of some work that does not warrant a permit such as painting. He stated that he has been in contact with a Water Oak corporate representative, Monica Slider, as well as with the contractor, and permits and comment items still need to be addressed although there has been some compliance.

Mayor Kussard asked if anyone in the audience had any questions.

- Eddie Qualls of 706 E. Norman Street in Water Oak stated his main concern is that residents have been hearing the same story for what was supposed to be a 90 day project, but it has gone on for six months. He asked if the problem was with the contractor, Water Oak, or the Town council. Mr. Qualls asked how many permits were outstanding.

Town Manager Kris Kollgaard replied that the contractor for Water Oak is not supplying the Town with what is needed for permits through the Town's Growth Management/Building Department, which includes signed and sealed plans; they have been told what is needed.

Mr. Carroll stated two permits have been issued, and at least two to three are outstanding; one for the club house itself and one for the pool and tennis court. He stated that if the scope of work changes, it could trigger something else and another permit could be needed.

- Dave Napoletano of 633 Hickory Hill asked whose responsibility it was to pull the permits.

Ms. Kollgaard replied it was the contractor's responsibility.

- Don Drogosch of 635 Hickory Hill asked if anyone follows up with the contractor if he does not comply with the Town's request.

Ms. Kollgaard replied that staff is currently monitoring the job, which has resulted in the stop work order as the contractor tried to continue to work without the necessary permits, and double fees will apply. If work continues with the stop work order in place, the building official has the ability to cut the electricity from the work area.

Mr. Carroll commented that there is also the contractor complaint board of Lake County, and they have been notified of the activity of this contractor, and it can have ramifications for his licensing.

Ms. Kollgaard commented that the Town has done its best to work with the contractor toward compliance, but it is between the contractor and Water Oak/Sun Communities, and the hold-up is not on the Town's end. She stated that everything is public records and anyone is welcome to look at what has been submitted and see the comments.

- Mr. Drogosch asked if Sun Communities, based in Southfield, Michigan, is aware of this situation, and if so, what are they doing about it.

Ms. Kollgaard stated that they have been notified and it is up to them as they hired the contractor.

- Eunice Tipaldi of 506 Spruce Drive asked if the residents had any way to get restitution for this as they pay lot rent which includes the amenities. She stated she was told she could not read the permits as they are placed where they cannot be read and she would be trespassing.

Ms. Kollgaard reiterated that anyone was welcome to view the public records on this issue. She stated the Town has no authority over the residents' rights; that would be civil and she could not give an opinion on it.

- Rita Churn of 637 Hickory Hill asked if the Town's attorney could answer a question regarding the legalities for the residents of Water Oak. She asked if the residents could withhold their rent money and put it into an escrow account until this issue is resolved.

Town Attorney Derek Schroth stated that he represents the Town of Lady Lake and it may not be in the Town's best interest to advise residents to take actions against their association. He stated the residents could do that with a court order, but they would have to file a lawsuit and seek approval from the court, otherwise they would be violating their lease and could be removed.

- Dave Dipalma of 601 Holly Circle asked if the contractor is qualified to do the job and if he is property insured.

Mr. Carroll replied that the contractor is a properly State certified contractor, but it is subjective as to the quality or timeliness of his work. He stated he meets all requirements to do the job, and everything in the Town's file is public record as to who is listed on the permits.

Ms. Kollgaard reiterated that anyone is welcome to call the Town for an update.

Mayor Kussard paused the meeting while much of the audience left, and then resumed the meeting.

G. PRESENTATIONS:

1. Presentation of Bright Idea Awards for 2014 (Kris Kollgaard/Thad Carroll/Chris McKinstry)

The background summary for this agenda item is on file in the Clerk's office.

Town Manager Kris Kollgaard stated that Aubrey Cash has been nominated for the Bright Ideas Award for her successful efforts in reducing the Town's cellular bill. She read the nomination, which states that the Town's previous contract with Sprint data service was an unlimited data plan priced at \$2,739 per month. Aubrey felt that the Town was paying too much for this service, so she took the initiative to re-evaluate the Town's current needs and began to negotiate a better deal with Verizon Wireless. In addition to a monthly savings, she was also able to enhance the service provided. Aubrey eliminated the need for MiFi devices by applying a hotspot feature on the Town's wireless phones, as well as providing additional staff, including police officers, with phone service in the field. Due to Aubrey's efforts, the Town is able to save \$918 per month, for a total yearly savings of **\$11,016.00**, and Aubrey currently reviews the bill each month from Verizon to insure they are correct.

Ms. Kollgaard presented the award and a check for \$200.00 to Ms. Cash.

Growth Management Director Thad Carroll states that he nominated Cindy Diemer and Donald Hoos for the Bright Ideas Award for their successful implementation of the Abandoned Property

Registration program. He read the nomination, which states that since the ordinance was adopted on September 23, 2009, the Town has collected \$87,961. The fee is collected when vacant properties are foreclosed upon; at that time, the property must be registered with the accompanying fee of \$150 for the property per calendar year. This has served a tremendous benefit to the Town because it greatly reduces the amount of time it takes to have the responsible institution notified to correct a violation. Timely responses to these violations serve to preserve the aesthetics of the community, minimize devaluation that could result to adjacent properties, and alleviate safety concerns which may arise as a result of the violation. Having the property registration information at hand provides an efficient method for code enforcement to perform its duties and save time and money through such efficiencies, and such efficiencies produce opportunities for increased enforcement activities for the Code Enforcement Division. Although the registration process has been in place since 2009, Mr. Carroll thought it appropriate at this time to put forth the nomination for Don and Cindy for initiating and implementing this process in the Town of Lady Lake, and for benefits the Town has garnered because of its success.

Mr. Carroll presented the award and \$200.00 check to Ms. Diemer and to Mr. Hoos.

Chief Chris McKinstry stated he nominated Jan Miller for her vision and cost effectiveness for her ability to organize community events for the Police Department. He read the nomination which states she has an uncanny ability to leverage her relationships with community partners for a common goal, and that ability is not only a good business practice, but is a great way to obtain the most competitive prices, get the best rates possible, and get more bang for your buck. The nomination states that when Ms. Miller chooses the date of the events, she makes sure that it does not clash with any other major event happening at the same time, either nationally or within the community, in order to guarantee optimum attendance. The Department's three big events, Scam Jam Shred-a-Thon, National Night Out, and the Community Safety Day, all garner a huge positive public opinion. Ms. Miller is able to muster tremendous support from our government partners to insure that the events are packed full of resources of interest to all age groups, in addition to representatives from those organizations attending the events. From site visits to set-up and throughout all the various planning stages, from initial preparations through the end of the event, all are carefully planned by Ms. Miller, in addition to her not slighting her full-time responsibilities at the Police Department. The Police Department has given away dozens of bicycles, bicycle helmets, children's books, and miscellaneous trinkets of interest that Ms. Miller has acquired from the Town's partners at no expense to the Town. In fact, the only expense the Town has incurred while hosting these events has been to provide light refreshments to all of the volunteer participants. Even with Ms. Miller's exceptional ability to "price match", the actual value of these events cannot be calculated with any degree of certainty; however, the value in the "court of public opinion" is priceless.

Chief McKinstry presented the award and \$200.00 check to Ms. Miller.

The award recipients were applauded.

H. CONSENTⁱⁱⁱ:

2. **Minutes** – November 17, 2014 – Regular Commission Meeting
– November 18, 2014 – Special Commission Workshop Meeting
– November 18, 2014 – Special Commission Meeting
3. **Consideration of Donation of Bahia Sod for Medians on CR 466 from Grant Gore (C.T. Eagle)**

The background summary for this agenda item is on file in the Clerk's office. It states that staff was contacted by Mr. Grant Gore with Recreation Plantation regarding the possible donation of sod to be used in the medians on CR 466 in front of the Recreation Plantation location. Staff measured the area of interest and estimates that two pallets of Bahia sod will be required to perform the request. Mr. Gore has agreed to the donation amount and will coordinate with Town staff on delivery upon acceptance by the Town Commission.

Upon a motion by Commissioner Richards and a second by Commissioner Vincent, the Commission approved Consent Items #H-2 and #H-3 by a vote of 5 to 0.

I. OLD BUSINESS:

J. NEW BUSINESS:

4. Consideration of Abatement Order Recommendation – 411 Tarrson Boulevard – Case No. 12-3655 – Violation of the Town of Lady Lake Code of Ordinances Ch. 20-20 (a)(1) – Property Maintenance/Siding (Cindy Diemer)

This agenda item was pulled.

5. Consideration of the Pain & Spine Centers of Florida-Major Site Plan – MJSP 08/14-002 – A Development Consisting of a Two-Building Multi-Tenant Complex Totaling 9,976 Sq. Ft. of Building Area – Proposed at 800 Highway 466 (Thad Carroll)

Growth Management Director Thad Carroll gave the background summary for this agenda item (on file in the Clerk's Office). He stated that the applicant, Keith E. Riddle, P.E., representing Bridge House Trading Company, property owner, has submitted a Site Plan application proposing a 9,976 sq. ft. multi-tenant complex for medical offices along Hwy 466, approximately 800 feet west of the intersection of Rolling Acres Road and Hwy 466; in front of the Rolling Acres Apartments. The site plan was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs) including parking, setbacks, landscaping, engineering, environmental protection and commercial design standards.

Mr. Carroll stated that the subject property is approximately 1.27 +/- acres and is zoned Heavy Commercial (HC) which permits the development and construction of the proposed complex. The Future Land Use is Commercial General-Retail Sales and Services (RET) which is in accordance with the directives of the Comprehensive Plan and adopted Land Development Regulations. He stated the property is currently vacant and aerial views of the parcel were shown.

Mr. Carroll reported that the site plans have been submitted by Keith E. Riddle, Professional Engineer with Riddle Newman Engineering, Inc., and meet all the requirements by staff. He stated the landscaping and irrigation plans have been prepared and certified by Elizabeth Cole Houck, Registered Landscape Architect with Elizabeth C. Houck Landscape Architecture, LLC, and the architectural exterior elevations were provided by Architect David R. King, Jr. He stated that the applicant has complied with requirements pursuant to the Land Development Regulations (LDRs) for site plans, including Chapter 7-Site Plan Development Regulations, Chapter 10-Landscaping & Tree Protection, Chapter 14-Water, Reuse Water, and Sewer Standard Specifications, and Chapter 20-Commercial Design Standards of the LDRs. Reviews were completed for the Town of Lady Lake by Town staff, Neel-Schaffer Engineering, and Fire Inspector Kerry Barnett for compliance with the Florida Fire Prevention Code. The following reviews were contained in the packet:

- a. Town Engineer comments for the site plan dated October 21, 2014 (Satisfied).
- b. Fire Review comments dated November 10, 2014 (Satisfied).
- c. Waste Management comments dated August 7, 2014 (Satisfied).
- d. Lady Lake Building Official comments dated October 23, 2014 (Satisfied).
- e. Lady Lake Public Works Dept. comments dated October 21, 2014 (Satisfied).
- f. Lake-Sumter MPO comments dated October 31, 2014. (Town Commission approved Tier 2 Exemption on 11/18/2014).
- g. Florida Environmental Protection –Stormwater Management System Self-Certification File No. 0327749001EG issued July 10, 2014 (Satisfied).
- h. Lake County Public Works Right of Way Utilization Permits for the open cut of the Multi-Use Trail and Commercial Driveway for the Pain & Spine Centers Site entrance submitted to Lake County on November 15, 2014 (Satisfied).

Commercial Design Standard: The applicant is proposing a medical office complex consisting of two separate buildings of 4,988 sq. ft. each, exhibiting primarily the elements of the Colonial Architectural Design Style.

Elements exhibited within the building are as follows:

- ✓ Column Pediments along the door entrances
- ✓ Multi-pane Windows and Doors
- ✓ Stone Beltline Enhancement Exterior Wall Finish
- ✓ Column Bases
- ✓ A-Frame Colonial-Style Tile Roof

In accordance with Chapter 20, Section 20-3C.3).B), the compatibility of the proposed building elevation has been reviewed for consistency with the recommended styles and adjacent architecture.

The applicant will be requesting a waiver to place parking in front of the building main face. As per LDRs Chapter 20-Section 20-3C.10.N), Building Layout/Orientation (on a commercial corridor) requires that parking areas should be located behind the building face.

Mr. Carroll reported that in accordance with Chapter 10-Landscape and Tree Protection, the site is required to provide 203 tree caliper inches based on its 1.27-acre area (160’x 1.27). The landscaping tree proposal breakdown is as follows:

Existing trees on site	0	tree caliper inches
Proposed trees for the site	<u>219</u>	tree caliper inches
Total tree caliper inches	219	tree caliper inches

Landscaping buffers the west and south boundaries require minimum Class “A” Landscaping Buffer (Buffer Class Requirement-Table 10-1) in accordance with LDRs-Chapter 10, Section 10-3, b).B).1). Class "A": 10' width minimum with two canopy trees, three understory trees and a continuous hedge.

Mr. Carroll stated that the applicant cannot accommodate all the required plant material within certain buffers, so the following three waivers to the Landscaping Regulations have been proposed by the applicant:

I. West Landscaping Buffer

Proposal: To waive four canopy trees and hedge.

Justification: There are thirteen 6” oak trees adjacent to the buffer line of the Rolling Acres Apartment development.

II. South Landscaping Buffer

Proposal: To waive four canopy trees and hedge.

Justification: There are five 8” oak trees adjacent to the buffer line of the Rolling Acres Apartment development.

III. North Landscaping Buffer- Class “B” - Chapter 10, Section 10-3, b).B).2)

Proposal: The applicant would like to waive Class Buffer “B” along R.O.W. and utilize the DRA and parking lot required buffer (three canopy trees per 250 LF along retention areas).

Justification: Sufficient buffer will be created by the retention pond area and parking lot landscaping. The applicant will provide six canopy trees and five understory trees and a continuous hedge

It was noted that no historic tree removals have been proposed for this project as part of the application and a Sewer, Water, and Reuse Utility Agreement will be executed for capacity reservation to service the development.

The Technical Review Committee members individually reviewed the application and provided comments regarding the Site Plan application by Wednesday, November 5, 2014. The Parks, Recreation, and Tree Advisory Committee reviewed this application at their regular meeting on Wednesday, November 12, 2014; recommending approval by a 4-0 vote. At the Special Town Commission Meeting Conceptual Workshop held on Tuesday, November 18, 2014, the Town Commission reached consensus for approval.

Mr. Carroll stated that the representative is present to answer any questions.

Mayor Kussard asked if there were any questions or comments from the Commissioners, and hearing none, asked for a motion.

Upon a motion by Commissioner Hannan and a second by Commissioner Richards, the Commission approved the Pain & Spine Centers of Florida-Major Site Plan – MJSP 08/14-002 – A Development Consisting of a Two-Building Multi-Tenant Complex Totaling 9,976 Sq. Ft. of Building Area – Proposed at 800 Highway 466 as presented, by a vote of 5 to 0.

6. Consideration of the Villages Rehab Center – Major Modification to Site Plan 07/14-002 – Consisting of Parking Lot Expansion; Increasing Impervious Surface by Adding 45 Regular Parking Spaces and 10 Golf Car Parking Spaces to the Site – Proposed at 900 Hwy 466 (Thad Carroll)

Growth Management Director Thad Carroll gave the background summary for this agenda item (on file in the Clerk’s Office). He stated that Steve Bogomislky, representing Lady Lake RE, LLC, has submitted a major modification to the site plan for the Villages Rehabilitation Center as per Town of Lady Lake Land Development Regulations, Chapter 7, Section 11.b.1, where a 10% or more change

in the project acreage or square footage requires the submittal and approval of a Major Modification application.

Mr. Carroll stated the site has been developed as a 74,945 sq. ft. Skilled Nursing Facility with 120 beds on a nine acre parcel located at 900 Hwy 466, just east of the Lexington Park Assisted Living Facility. He stated the proposed improvements consist of adding 45 regular parking spaces and 10 golf car parking spaces. Forty-one of the 45 parking spaces will be added along the north parking lot area; primarily along the northwest boundary of the property line. The remaining four parking spaces will be placed on the southwest boundary of the property, just north of an existing shared water retention area. The impervious surface area is proposed to increase 17,816 sq. ft., bringing the total proposed impervious surface ratio to 54.3, which meets the requirements of the Land Development Regulations and the adopted Memorandum of Agreement under Ordinance No. 2009-22 for the Villages Rehabilitation Center, where the maximum impervious surface ratio shall be limited to seventy-five percent (75%). Additionally, landscaping requirements for the parking lot expansion proposal have been met. Drawings of the site plan showing the proposed improvements were shown.

The property is zoned "PFD", which is Public Facilities District, and permits development and construction of the proposed institutional facility and is in accordance with the Memorandum of Agreement of Ordinance No. 2009-22 adopted for this property. The Future Land Use Map designation for the property is OIF – Other Institutional Facilities; the use is consistent with directives of the Comprehensive Plan. Site plans have been submitted by Keith Riddle, Professional Engineer of Riddle Newman Engineering, and the landscaping plans by Timothy W. Green with Green Consulting Group, Inc. The applicant has complied with all requirements of the Land Development Regulations (LDRs) for the site plans, and has met Chapter 10 – Landscaping & Tree Protection and Chapter 20 Commercial Design Standards of the LDRs. Reviews were completed for the Town by Town staff, Neel-Schaffer Engineering, Kerry Barnett for fire and Lake County Public Works. The following items were included in the packet:

1. Site Plan Review completed by Growth Management and Public Works, dated 11/20/14 (satisfied).
2. Fire Review for the site plan, dated 11/18/2014 (satisfied).
3. Review No. 2 for the general site development completed by Neel-Schaffer Engineering, dated 11/24/2014 (satisfied).
4. Florida Department of Environmental Protection –Stormwater Management System Self Certification File No. 0326883001EG dated 06/3/2014.
5. St. Johns Water Management District Modification Letter No. 109078-8 dated 09/19/2014 (Satisfied).
6. Lake County Public Works Department comments dated 11/17/2014 (Satisfied).

Mr. Carroll stated that the application was received on July 14, 2014, and the latest revisions to the site plan were received on Monday, November 17, 2014 and addressed outstanding issues regarding ADA stripping, fire hydrant accessibility, and access to the Water Retention Area easements to comply with the Town's LDRs. He stated that the Technical Review Committee members individually reviewed the application and provided comments regarding the Site Plan application on Thursday, November 20, 2014. He noted that the Planning and Zoning Board does not review Site Plan Modifications. Mr. Carroll stated Keith Riddle is present if there are any questions.

Mayor Kussard asked if there were any questions. She asked if this property has golf cart access since they are allocating ten parking spaces for golf carts.

Mr. Riddle replied that the property does not have golf cart access, yet visitors are still showing up via golf carts in the parking lot although he does not know how. He stated the property is getting many more visitors than the owners anticipated originally.

Commissioner Hannan commented that street legal golf carts would be able to access the property.

Upon a motion by Commissioner Vincent and a second by Commissioner Holden, the Commission approved The Villages Rehab Center – Major Modification to Site Plan 07/14-002 – Consisting of Parking Lot Expansion; Increasing Impervious Surface by Adding 45 Regular Parking Spaces and 10 Golf Car Parking Spaces to the Site – Proposed at 900 Hwy 466 as presented, by a vote of 5 to 0.

7. Discussion/Direction Regarding Wastewater Treatment Plant Reservation and Bulk Treatment Agreement with City of Fruitland Park (C.T. Eagle)

Public Works Director C.T. Eagle gave the background summary for this agenda item (on file in the Clerk's Office). He stated that staff has been coordinating with the City of Fruitland Park staff for the possible implementation of a wastewater collection system interconnection between the two municipalities. Mr. Eagle stated the agreement included in the packet stipulates the terms and conditions discussed with City of Fruitland Park staff. The agreement will also need to be reviewed by the City of Fruitland Park and will be brought back before the Town Commission prior to execution of the agreement. He stated that the Town Attorney has reviewed and approved the agreement.

Town Manager Kris Kollgaard stated that staff wanted the Commission to review and approve this agreement before it was presented to Fruitland Park.

Commissioner Hannan stated he knows the Town has the capacity, and asked if the Town will take all of Fruitland Park's waste. He asked when this might take place.

Mr. Eagle replied that it would, although once the agreement is in place, engineering and plans have to be drawn up and reviewed, and it will be brought back before the Commission. He stated it is still some months out.

Commissioner Richards confirmed that Fruitland Park will be limited to adding not more than 100,000 gallons per year rather than all at once; and there will be base facility charges and rates in addition to the usage and operational costs. He stated it is his understanding that they will not be paying impact fees, but will be paying monthly on the base facility charges.

Mr. Eagle confirmed this and stated that Fruitland Park will not own any part of the plant.

Upon a motion by Commissioner Hannan and a second by Commissioner Richards, the Commission approved for the Town Manager to present the Wastewater Treatment Plant Reservation and Bulk Treatment Agreement to the City of Fruitland Park for review and consideration, by a vote of 5 to 0.

Ms. Kollgaard stated that after Fruitland Park reviews the agreement, she will advise the Commission if they approve it.

K. TOWN ATTORNEY'S REPORT:

8. Ordinance No. 2014-10 – First Reading – An Ordinance Adopting Corrections, Updates, and Modifications to the Capital Improvements Schedule of the Town of Lady Lake Comprehensive Plan (Thad Carroll)

Derek Schroth, Town Attorney, read the ordinance by title only.

Growth Management Director Thad Carroll gave the background summary for this agenda item (on file in the Clerk's Office). He stated that this is a request to adopt the Town's annual update of the Capital Improvements Schedule which is part of the Town's Comprehensive Plan. The Capital Improvement Plan update process and the corresponding requirements are no longer required to be processed by a Comprehensive Plan Amendment, but may be adopted by local Ordinance. As required by Chapter 163.3177(3)(b), *"The CIE must be reviewed by the local government on an annual basis. Modification to update the 5-year capital improvement schedule may be accomplished by ordinance and may not be deemed to be amendments to the local Comprehensive Plan."*

Mr. Carroll stated the Town must annually update the Five-Year Schedule of Capital Improvements pursuant to *Florida Statutes*. The purpose of the Capital Improvements Element and the Improvement Schedules is to identify the capital improvements that are needed to implement the Comprehensive Plan and ensure that adopted Level of Service (LOS) standards are achieved and maintained for concurrency related facilities.

Mr. Carroll stated these facilities include: water, water supply, sewer, solid waste, drainage, parks and recreation, public schools, transportation and mass transit. While the Town does not have financial responsibility or accountability regarding some of these public facilities, there is still the requirement to incorporate the five year capital improvement schedules from other entities. Corrections, updates, and modifications concerning costs, revenues, or the dates of construction of any facility or project identified in the Comprehensive Plan/Capital Improvement Program are not considered amendments and may be accomplished by local ordinance.

Category descriptions of capital improvements are as follows:

A) Category A (Concurrency, Mandatory) -- Public facilities and services for which a level of service must be adopted for concurrency determination as mandated by Chapter 163 of the Florida Statutes. These facilities include water, sanitary sewer, solid waste, drainage, under ownership and operation authority of Lady Lake, or a private utility. Map references and public requests are required within the Public Facilities Element thereof pursuant to policy 8-1.1.2. All Category A facilities must be supported by data and analysis accomplished within an element of the Comprehensive Plan as mandated by Chapter 163, F.S.

B) Category B (Non-Concurrency, Mandatory) -- Public facilities and services exempt from concurrency determination but which are inventoried and analyzed within a mandatory element of the Comprehensive Plan required by Chapter 163, F.S. These facilities include parks and recreation, roads, housing and conservation improvements, including governmental services and facilities necessary to administer and implement the Comprehensive Plan.

C) Category C (Non-Concurrency, Non-Mandatory) -- Public facilities that are exempt from concurrency requirements (i.e., level of service standards) and which are not analyzed and identified within a mandatory element of the Comprehensive Plan are classified as Category C. Such municipal services include, but are not limited to law enforcement, fire protection, library services, and public buildings.

D) Category D (Non-Mandatory, Concurrency): Per the Community Planning Act of 2011, the Public School Facilities Element is no longer mandatory. The Town of Lady Lake has opted to retain and update this optional element and require concurrency per its existing interlocal agreement with the Lake County School District.

Mr. Carroll stated that staff recommends approval of Ordinance No. 2014-10 as presented to the Town Commission for their motion to adopt as presented or amend. This ordinance serves to update to the Capital Improvements Schedule as required under F.S. 163.3177(3)(b). The attached "Exhibit A" reflects the proposed improvements for the Five Year Planning Period 2014/15 – 2018/19. Also attached is Ordinance No. 2013-15 to document the prior 5-year Capital Improvement Schedule 2013/14 - 2017/18, which is being replaced by this ordinance.

Mr. Carroll reported that the members of the Technical Review Committee individually reviewed the application for Ordinance No. 2014-10 and provided all comments by Tuesday, November 4, 2014. The TRC report was included in the packet. At the November 10, 2014 meeting, the Planning and Zoning Board voted 4-0 to forward Ordinance No. 2014-10 to the Town Commission with the recommendation of approval. The Town Commission is scheduled to consider Ordinance No. 2014-10 for second and final reading on Monday, December 15, 2014.

Commissioner Hannan asked about the Guava Street concession stand.

Town Manager Kris Kollgaard stated that it is also known as the Little League concession stand and confirmed Commissioner Richard's comment that it is going out to bid.

Commissioner Hannan confirmed that the Town is not currently using the VCCDD reuse with the Town's waste water, and that it is tested once a year.

Ms. Kollgaard confirmed this.

Commissioner Hannan asked why the plan included an estimated cost of \$150,000 for the VCCDD reuse.

Mr. Eagle clarified that this was for a project that has already been done; the interconnection for the reuse at Hwy 466.

Mayor Kussard asked if there were any questions from the audience, and hearing none, asked for a motion.

Upon a motion by Commissioner Holden and a second by Commissioner Richards, the Commission approved Ordinance No. 2014-10 – First Reading – An Ordinance Adopting Corrections, Updates, and Modifications to the Capital Improvements Schedule of the Town of Lady Lake Comprehensive Plan, by the following roll call vote:

HOLDEN	YES
VINCENT	YES
HANNAN	YES
RICHARDS	YES
KUSSARD	YES

L. TOWN MANAGER'S REPORT:

9. Consideration to Reschedule the January 19, 2015 Commission Meeting to January 21, 2015 Due to the Martin Luther King, Jr. Holiday (Kris Kollgaard)

Town Manager Kris Kollgaard reported that the Martin Luther King, Jr. holiday is observed on the third Monday of January, which will fall on January 19, 2015. She stated that the Town normally reschedules the second meeting in January on Wednesday instead, which will be on January 21, 2015 this year if the Commission approves the change. She stated the Commission may also want to reschedule the Commission meeting that falls on President's Day on February 16th to Wednesday, February 18, 2015. She stated staff will send out reminders if approved.

By consensus, the Commission approved rescheduling the January 19, 2015 Commission meeting to January 21, 2015 due to the Martin Luther King, Jr. holiday, and the rescheduling of the February 16, 2015 meeting to February 18, 2015 due to the President's Day holiday, by a vote of 5 to 0.

10. Consideration of Scheduling Any Needed Special Meetings and Workshops on the 1st and 3rd Monday of the Month Prior to the Regular Commission Meeting (Kris Kollgaard)

Town Manager Kris Kollgaard reported that it was suggested to her that the Town may want to consider scheduling any special meetings and workshops on the Mondays prior to the Town's regular Commission meetings. This would make it easier for Commissioners and staff to plan their calendar. If approved, staff would schedule the Special Commission meeting for conceptual plans on the 3rd Monday of the month no earlier than 4:00 pm. And any special meetings/workshops would be planned to end at 5:30 p.m. to allow staff time to get set up for the regular Commission meeting at 6:00 p.m.

By consensus, the Commission approved the scheduling of any needed special meetings and workshops on the 1st and 3rd Monday of the month prior to the Regular Commission meeting.

Ms. Kollgaard reported that the students from the Villages Elementary School will be at Town Hall on Thursday, December 4th, at 9:30 a.m., to decorate the Christmas tree. She stated the Lady Lake Christmas parade will be this Saturday, December 6th at 10 a.m., and Light Up Lady Lake will be on Friday, December 12th at 6:15 p.m. Ms. Kollgaard stated the Town's Christmas party is scheduled from 11 a.m. to 2 p.m. on Thursday, December 18th, at the Public Works EOC facility. She stated that if the Commission approves, Town Hall and the Library will close between 11 a.m. and 2 p.m. on the 18th to allow staff to attend the party. There was no objection by the Commission for this.

Commissioner Hannan asked that staff send an e-mail to the Commissioners as a reminder of these dates.

Ms. Kollgaard reported that the Town had an opportunity to apply for AWE – an early literacy station for the children's library. She stated this is a computer that has over 70 different interactive learning games for children from ages 2 to 8, and is separate from the web. Ms. Kollgaard stated that if the Town is awarded the grant, she will bring it back to the Commission for acceptance.

M. MAYOR/COMMISSIONER'S REPORT:

Mayor Kussard asked Commissioner Richards if he was able to cross intersections of roads that had a 45 mph speed limit when he had his street legal golf cart.

Commissioner Richards replied that street legal carts can travel on roads with up to a 35 mph speed limit, but they can cross roads with even 50 mph speed limits.

N. PUBLIC COMMENTS^{iv}

Mayor Kussard asked if anyone in the audience would like to speak on any item.

- Joe Quinn of 633 Rainbow Blvd. stated he was glad that the presentation of the Water Oak issue was held at the beginning of the meeting. He also stated that the Bright Ideas program may need to be revised to award a percentage of savings incurred rather than just \$200.00, especially in cases of large savings.

Ms. Kollgaard stated that she agrees, but that when you are getting into larger amounts, it can cause personnel problems and problems with morale.

Commissioner Hannan agreed that perhaps a percentage could be looked at.

Commissioner Vincent stated he could see that awarding by percentage could cause problems.

Commissioner Holden also agreed that a percentage could be problematic.

Ms. Kollgaard stated the goal of the Bright Ideas program is to foster cost saving ideas, and the amount is not always great, but could add up over time. She stated if the money award is too high, it can create an atmosphere of too much competition.

Mayor Kussard agreed it should be more about the recognition for doing something good.

O. ADJOURN: There being no further discussion, the meeting was adjourned at 6:58 p.m.

Kristen Kollgaard, Town Clerk

Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk

ⁱ Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

ⁱⁱ This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.

ⁱⁱⁱ All items listed under consent are considered routine by the Town Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Town Commissioner so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

^{iv} This section is reserved for members of the public to bring up matters of concern or comments. It is not limited to items on the agenda and it is open to any concern or comments that the public may have.